

Grouping Request Form

(Read & complete all 5 steps)

Step 1

FOLIO(S)

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*Real Estate Parcel Identification Number * If more than three folios attach list.*

Address

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(Provide multiple property addresses if assigned, indicating main property address)

Step 2

Reason for grouping request:

Do any of the parcels have homestead exemption? Yes

☐

No

☐

If yes which parcel(s)?

Is any portion of property rented? Yes

☐

No

☐

If yes, explain:

Step 3

Notification

- Title to parcels / units must be in same ownership, and reflect no delinquent taxes.
- If one parcel is currently receiving homestead exemption, property owner must file a homestead application to add new lands to the original parcel; therefore the first year in which the legal descriptions are combined will constitute the base year for the new lands. The deadline to file a timely application is March 1st, of each year.
- If subject is a condominium, owner must submit a letter from the Condominium Association acknowledging owner's grouping request and property's physical status as one living unit. Must provide main entrance unit number and total bed/bath count and submit floor plans or design reflecting current physical changes (if available).
- The Property Appraiser may request a homestead affidavit be filed if parcel(s) have two or more dwellings / living units. Condominium units must be physically joining. Each parcel should be in same municipality, and contiguous.
- The Property Appraiser reserves the right to investigate and inspect the premises to confirm its status as a single property living unit. If property is mortgaged; property owner must notify all mortgagees associated with the properties listed above. Once the requested information has been provided to our office it will be subject to review. Owner acknowledges conditions of grouping and includes it with grouping request. Meeting the above conditions does not imply approval of groupings.

Step 4

* Current owner(s) of record or their attorney (with a power of attorney) must sign request & have form notarized below.

Signature:

Date:

Print Name /Title :

Tele.No.

Step 5

The foregoing instrument was acknowledged this _____ day of _____, 20__ by _____, who is personally known to me or has provided _____ as identification and who did/did not take an oath.

Office Use Only: Check box below if attached

Tax year :

Homestead Application:

☐

Letter from Homeowner's Assoc.:

☐

Letter from Owner:

☐

Floor plan or design

☐

Other:

☐

Notary Public
State of Florida
Print name: